

Order of the Dean of the Philosophical faculty UHK No. 4/2020

Transfer of the subjects of the study programmes at the FF UHK taught
fulltime into a fully distant online form of teaching

Art.1 – Preliminary provisions

- (1) This Dean's order exceptionally introduces distant teaching for courses of the study programmes at the Philosophical faculty of the University of Hradec Králové (hereinafter FF UHK) taught as fulltime.
- (2) The reason for taking such measures is the current epidemic development in the region, interest in increasing prevention of the spread of the coronavirus and COVID 19 disease and protection of health of the FF UHK students and staff. The order is published in synergy with the Resolution of the government of the Czech Republic.

Art. 2 – Scope of the measure

- (1) Teaching of all courses of the FF UHK study programmes will be fully transferred to distant contactless electronic teaching (hereinafter distant teaching) since the date when this order enters in force. The distant teaching will be realized with use of programmes and procedures mentioned in the article 3 of this order using the Internet network (hereinafter „online teaching“).
- (2) The distant teaching will be realized according to the instructions given by the lecturers and guarantors of the individual subjects.
- (3) The lecturers are obliged to prepare the distant classes and guarantee the teaching process.

Art. 3 – The courses transferred into the distant teaching form

- (1) All subjects will be transferred to the fully distant online classes.
- (2) The courses that cannot be fully realized without technical equipment localized at the FF UHK building will be taught, during the duration of validity of this order, in online distant form at least to the necessary extent (i.e. e.g. theoretical bases of the study subjects etc.). After the extraordinary measures mentioned in the Art. 1, par.2 terminate, it will be possible to realize these subjects face-to-face.

Art. 4 – Presence of the students at the FF UHK building

- (1) Since the date this order enters into force until further notice, is forbidden the personal presence of all students of all study programmes taught at the FF UHK at the FF UHK building.

- (2) The Dean of the FF UHK is entitled to make an ad hoc exception from the Art. 4, par. 1 to some students, especially to ensure the key operation of the FF UHK (e.g. The Service centre, etc.)
- (3) The students who enter the FF UHK building in accordance with the Art. 3, par. 2 are obliged to identify themselves and after entering the building or upon request of an employee of the FF UHK to inform about the reason of their presence. The students are obliged to leave the building immediately after finishing their activity and not to stay in the FF UHK building any longer.
- (4) During the validity of this order, the students have the right to present their requests to the Study Department of the FF UHK, the International Office FF UHK and other parts of the FF UHK electronically. They duly follow the instructions given by these parts of the FF UHK.
- (5) The consultations of students with their lecturers will be realized online or in different distant form, the students will be appropriately informed by all lecturers.
- (6) The students are obliged to follow the instructions of the lecturers concerning the realization of the classes, selected form of the classes and way of the distant contact between students and the lecturer and fulfilling the study duties in the course of the distant online classes.

Art. 5 – The way of realizing the distant teaching, assurance of its quality and the duties of the lecturers

- (1) The online classes must guarantee the relevant learning outcomes of the individual subjects in accordance with the granted accreditation of the study programme or study field.
- (2) The guarantor of the course or the relevant lecturer is obliged to inform students about the form and way of realization of the classes and decide on the form of communication with the students (e.g. e-mail, Moodle, MS Teams, etc.) The lecturer is obliged to react to the students questions made with use of the given communication platform within a week as latest.
- (3) It is highly recommended that the lecturers set their online consultation hours, i.e. set time when the lecturer is available for the students through appropriate platforms (e.g. MS Teams, ZOOM, Skype, etc.)
- (4) The lectures will be realized online with the exception of the courses stated in the Art. 2. Based on the content of the course and necessity of the specific study programme it is possible to choose synchronous (videoconferences, streaming) or asynchronous form of transmission (video recording, PowerPoint presentation with audio sound). The lectures cannot be replaced by just giving students assignments for individual work or giving them materials for self-study etc.
- (5) Workshops and seminars are realized online through relevant platforms intended for the lecturers in the form that most corresponds with the requirements for students' independent work during the face-to-face courses (e.g. with use of video conferences that enable the possibility of mutual discussion among students and to do presentations; facilitate interactive study materials etc.) Based on the content of the course and necessity of the specific study programme and the students it is possible to choose synchronous or asynchronous form of realization of the online seminars and workshops.
- (6) Guided consultations that are part of the content of the course will be realized online with use of the appropriate platform as e.g. MS Teams, Zoom, and Skype etc.
- (7) The online classes must be of the same duration as the classes realized with physical presence of the students. It will not significantly reduce or increase the students' workload that will further correspond with number of credits of the given course.

- (8) After termination of the online distant classes (or during the classes) in the given course the students evaluate the classes through evaluation of individual subjects.
- (9) The lecturers are recommended to make the maximum possible use of the technical facilities of the building and FF UHK classrooms and to realize synchronous classes in real time according to the timetable of the given course. The FF UHK classrooms are equipped with the necessary equipment (web cameras, external microphones...) and eventual technical support in case of troubles.
- (10) In exceptional cases, if the lecturer and students agree so, it is possible to provide the students apart from synchronous form of classes with a recording of the online lecture for asynchronous classes, especially in case that students in some study programmes have a timetable conflict with classes at other faculties UHK (they are especially associated fields of study focused on education and follow-up study programmes of teaching). The recording of the lecture can be shared only for the time absolutely necessary for completing the knowledge.
- (11) In justified cases the head of the department, head of the centre or the director of the institute of the FF UHK can allow a lecturer to work from home, in case there is a relevant reason for doing so. In such case, the lecturer can realize distant online teaching from another place than the FF UHK building, and is fully responsible for technical implementation and overall online realization of his/her distant teaching according to the par. 1 to 7 of this article of the order.

The heads of departments, heads of centres and directors of institutes are obliged to regularly check the process of the online distant teaching at their workplace and the activities of individual teachers.

Art. 6 – Final provisions

- (1) The lecturers are obliged to inform students about all courses they are teaching and about the selected platform and form of the distant online classes as latest 3 days before the classes start.
- (2) In case of the courses scheduled for Monday 12th of October 2020, the lecturers are obliged to inform students of all their courses about the selected platform and form of the distant teaching at least 48 hours before the class according to the valid timetable.
- (3) This order complements and updates the Order of the Dean of the FF UHK No.3/2020.

This order enters in force on the day of its publication and is valid until further notice.

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Dean of the FF UHK